



# Rental Contract

Ohio School for the Deaf Alumni Association

1055 Colony Drive, Westerville, OH 43081

(614) 890-5533 office • rentalhall@osdaa.org • (614) 423-6563 videophone

Today's Date \_\_\_\_\_

## Exhibit Hall (full or half)

### Event Information

Date of Event \_\_\_\_\_ Type of Function \_\_\_\_\_

Number Attending \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Building Unlock Time \_\_\_\_\_ Clean-Up Start Time \_\_\_\_\_ Building Close Time \_\_\_\_\_

### Contact Information for Applicant

Renter Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Business/Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell/Text \_\_\_\_\_ Other Phone \_\_\_\_\_

**\*\*Is this address where we will send the Security Deposit Refund?** ☐ Yes ☐ No

Alternative Contact \_\_\_\_\_ E-Mail \_\_\_\_\_

Cell/Text \_\_\_\_\_ Other Phone \_\_\_\_\_

Does this person have permission to make financial decisions? ☐ Yes ☐ No

### Contact Information for all Vendors (decorator, caterer, etc.)

Decorator Name \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Caterer Name \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Event P.O. Contact \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

Arrival Time: \_\_\_\_\_

DJ Name \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Bartender Name: \_\_\_\_\_ Cell/Text \_\_\_\_\_

Permission to make financial decisions? Yes No E-Mail \_\_\_\_\_

# Facility Terms and Conditions for Usage

Please read the terms and conditions and initial next to each line.

**If Renter violates this Rental Agreement, they may not be permitted to host their event, or can be asked to leave the premises. If this occurs, the Renter will not be allowed to rent any facilities in the future. The facilities shall be subject to inspection at any time by an authorized representative of the Ohio School for the Deaf Alumni Association (OSDAA).**

## ALL RENTALS

### \_\_\_\_ FACILITY USE CONDITIONS

- Renter and all hired vendors are permitted to use the facility *only within the agreed upon reserved time*.
  - Rental day schedule and any additional hours requested must be submitted to [rentalhall@osdaa.org](mailto:rentalhall@osdaa.org) no later than 30 days prior to the event. Anything inquired after the 30 days must be paid upfront.
- Renter should understand that if guests are found using any rooms that have not been reserved, they will be charged in full for the usage of the additional room.
- This facility is **smoke-free** within 20 feet of any entrance. Any evidence of smoke use (including any type of e-cigarette or vape) inside the facility will result in automatic loss of the security deposit.
- Restrooms are available for their intended purpose only.
- Loading Zones are strictly for loading/unloading and may not be used for guest entrances
- Should a false fire alarm be triggered by anyone attending the event, the Renter shall be solely responsible for paying any charges that result in the Fire Department or Service Techs being dispatched to the facility.
- No pets allowed
- **No glass cups/bottles allowed at any facilities**

### \_\_\_\_ LIABILITY INSURANCE

- Renter must show proof of **liability insurance** for the reserved date and time, 30 days before the event date.
- The policy must name Ohio School for Deaf Alumni Association as additional insured and the amount of insurance must be a minimum of \$1,000,000.
- Renter shall indemnify the Ohio School for the Deaf Alumni Association from all claims and expenses of defending claims arising out of its use of the premises which are not covered by insurance.
- OSDAA offers insurance coverage for the Renter for a \$150 charge.

### \_\_\_\_ HOLD HARMLESS

- Renter agrees that OSDAA is not responsible for any lost, stolen, damaged, or otherwise lost value items, personal or otherwise brought onto the premise, including the parking lot. Renter specifically waives and agrees to indemnify and hold harmless OSDAA, its agents and employees from any claims, loss, or damage to any guests, vendors, vehicles, or others as a result of the use of said event space, adjacent areas, and parking lot, unless said claim, loss, or damage is the result of OSDAA, its agents or employees direct intentional misconduct.

## ALL RENTALS

### VENDORS

- Renter will provide a list of all vendors with phone numbers and email addresses, as well as a designated event day point-of-contact to assume the responsibilities for the renter during the event.
  - *All contacts must be able to communicate via email to ensure everyone complies with the contract including volume levels*
- Renter agrees to take full responsibility for their actions, including those of their guests, and all vendors (caterers, decorators, planners/coordinators, DJs, etc) sound levels, and understands that they will be charged for any damages or excessive janitorial services needed as a result of their hosted event.

### ALCOHOLIC BEVERAGES

- Beer, wine, and other alcoholic beverages may be served at a function which is restricted to invited guests and no admission fee is charged or any alcoholic beverage is sold in the **Exhibit Hall and Picnic Shelter ONLY**
  - Alcohol is NOT permitted in the Theater or Multi-Purpose Room.
- Under the Ohio liquor laws, wine and other alcoholic beverages may not be sold on the premises because it is a "dry area". Beer may be sold if an **F Permit** is issued to the organization by the *Ohio Department of Liquor Control (ODLC)*.
  - Renter is responsible for contacting the ODLC to get more information and to apply for a permit.
- In all cases where alcohol is served, the Renter must comply with Ohio Liquor Laws and Rules of the ODLC.
- **NO GLASS cups/bottles may be in guest circulation. You must pour it into plastic cups before handing them out.**

### VEHICLES & PARKING

- Parking is available in the designated areas around the building, as marked by signage. Renter and all guests shall adhere to ALL parking signs and locations, and comply with any directives from OSDAA staff.
- There is no parking in the fire lanes, and there are ample handicap accessible spots reserved. Please discuss with OSDAA staff prior to your event if more spots should be reserved.
- Renters must obtain prior authorization from OSDAA and the city of Westerville to bring extreme vehicles, such as horse & carriage, food trucks, extreme limousines, carnival equipment, helicopters, etc onto the premise.
- Should cars be parked along the street, please park on one side of the road, not both, to allow traffic flow.
- **If any vehicles do not comply with these agreements, OSDAA holds the right to call a tow and/or the police.**

### CHILDREN & TEENS

- All youth must be supervised at all times and need to stay in the designated rental area. They are not permitted to be on other parts of the campus, as there may be other events happening simultaneously. Under no circumstances should youth be running around the lobby area.
- Renter shall use reasonable care and precaution at all times for the protection of all persons and property on the premise. Safety provisions of all applicable laws and ordinances shall be strictly observed. Renter shall also notify parents for their children to comply with all rules and regulations relating to the facility.

## EXHIBIT HALL RENTALS

### \_\_\_\_\_ **MAXIMUM CAPACITY**

- Full Hall = 320 seated with a dance floor; 400 seated without a dance floor
- Half Hall = 140 seated with a dance floor; 165 seated without a dance floor

### \_\_\_\_\_ **RENTAL PERIOD & EVENT HOURS**

- The Exhibit Hall is available for rent for an **eight (8) hour** time period set between the hours of operation which run **9AM-Midnight**
  - An additional event hour may be added for **\$200/hr**, and must be contiguous with rental time.
- The actual event must end NO LATER THAN **12AM**, with cleanup ending by **1AM**. Everyone must be off the premise by 1AM.
  - **No later than 1 am, no exceptions**

### \_\_\_\_\_ **SECURITY DEPOSIT**

- A **\$750 refundable** security deposit shall be required to reserve the desired date.
- Once the event is held, if Renter complies with the Agreement, the deposit will be refunded within **30 days**.
  - If there are damages, the rental area is not cleaned up, or the Renter otherwise fails to comply with the agreement, resulting in monetary damage to OSDAA, the damages will be deducted from the security deposit. **If damages exceed the deposit, Renter will be responsible for paying the remaining balance.**
- **If Renter cancels the event, the deposit is not returned. No exceptions.**
- Any changes added after the full payment has been made will be taken out of the Renters security deposit.
- If changes exceed the security deposit, Renter is **required** to pay back left over amount, or legal action may be required.

### \_\_\_\_\_ **CANCELLATION/RESCHEDULE POLICY**

- In the event that you need to cancel, we must receive written notice to **rentalhall@osdaa.org**.
  - If notice is received less than 30 days prior to the reserved date, **75% of the rental costs will be forfeited, as well as the deposit, to cover the loss of revenue.**
- The event may be rescheduled once; the deposit will transfer to the new date, ***minus a rescheduling fee***:
  - If notice is given 90 days or more prior to the reserved date, the fee is \$100. If notice is given less than 90 days prior to the reserved date, the fee is \$200.
- You may reschedule for **up to one year from the original date**. After one year, it will automatically be considered a cancelation and follow the cancelation policy; no exceptions.

### \_\_\_\_\_ **SERVICE FEE**

- It is the Renters responsibility to plan accordingly 30 days in advanced. A week leading up to your event, if any changes are made to your floor plan or hours, a **\$150 service fee** will be taken from your deposit.
- **NOTE:** If you choose to make these changes on your own, the fee will not be included. Any changes that have been requested for the OSDAA staff to change for your event will result in the service fee. **No exceptions.**

## EXHIBIT HALL RENTALS

### PAYMENT SCHEDULE

- You will pay a **\$750 refundable security deposit**, and a **non-refundable \$150 cleaning fee** at the time of booking.
  - *If booking within thirty days of the desired date, deposit and rental costs must be paid-in-full, at the time of booking.*
- Thirty (30) Days before your event **100%** of the agreed upon rental costs are due.
- A **\$100 late fee** will be added if full payment is not received by the deadline date.

### DECORATING & SETUP

- Decorating & Setup are to happen during reserved hours on the day of the event.
- You may request **early setup** at the cost of **\$125/hr**. This applies to any chair/special furniture and dinnerware rentals.
  - Request must be received a minimum of 30 days prior to the event and can only be arranged if there is not already another event that day. It is highly recommended to add these hours at the time of booking to ensure this option is available.
- Floor plan must be submitted to [rentalhall@osdaa.org](mailto:rentalhall@osdaa.org) a minimum of **30 days** prior to the event for approval.
- All decor must be approved by OSDAA, and be able to be removed without damages. Use of any floor decals, sticky vinyl, duck tape, etc is strictly prohibited. Evidence of use will result in extra charges for damage to the floor.

### POST-EVENT CLEANING & TEAR DOWN

- **Renter is required to start cleaning & tear down one hour before their event ends.**
- By the end of the reserved time, or by midnight at the latest, it is expected the following be done by renter:
  - All trash is appropriately contained (i.e.- closed/secured trash bags that are not overflowing or are too heavy) and disposed of in the designated dumpster located outside of the kitchen loading area.
  - All OSDAA tables and chairs will be wiped down and left standing in the hall.
  - All OSDAA furniture items used will be returned to their original locations
  - The kitchen must be cleaned and left in the same condition at the beginning of the rental.
  - All guests and personal belongings of the renter and all vendors must be removed from the premise
- You may request **late tear down** at the cost of **\$125/hr**, but this cannot interfere with the 1am curfew. This applies to any chair/special furniture and dinnerware rentals.
  - Request must be received a minimum of 30 days prior to the event and can only be arranged if there is not already another event that day. It is highly recommended to add these hours at the time of booking to ensure this option is available.
  - **NOTE:** if you opt for late tear down, this applies to **decor items ONLY**, all cleaning must still be done prior to leaving the building the night of the event. Under no circumstances may food, beverage, or other trash be left in the hall overnight after an event.
- *Any excessive janitorial services needed or any litter found in the parking lot will result in additional charges.*

### GENERAL ADDITIONAL CHARGES

- The following are a list of the potential additional charges not already addressed above:
    - Holiday Fee: any event falling on a Holiday/Holiday Weekend is subject to an extra charge of **\$500**
    - Non-Sufficient Fund Fee: If any checks are unable to be cash due to insufficient funds a **\$50** fee will be added
    - Payments Accepted: Cash, Check, Cashier's Check, Money Order, Credit/Debit through Square with 3.5% fee
- \* All payments received less than 30 days to the event must be cash or money order. Checks and credit cards will not be accepted. **No exceptions.**

### PHOTO DISCLOSURE STATEMENT

- The Ohio School for the Deaf Alumni Association has my permission to use photographs of my event publicly to promote the organization. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

☐ Check here if you **do not want** photos of your event used.

### HOW DID YOU HEAR ABOUT US? (Optional)

☐ Friend/Family    ☐ Brochure    ☐ Website    ☐ Other \_\_\_\_\_

Name of Family/Friend who referred you \_\_\_\_\_

and/or the Date of the Event you attended here before \_\_\_\_\_

### Agreement

*By signing below, I acknowledge that I have read and agree to the terms set forth in this Agreement, Facility Terms & Conditions for Usage (pages 2-6).*

#### Renter

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Ohio School for the Deaf Alumni Association

\_\_\_\_\_  
Approval By / Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date